

## OPERATING INSTRUCTIONS

### 100. PURPOSE

This Catalog provides information on the uniform system for the administration of postal supply and equipment. It supplements instructions contained in DoD 4525.6-M (reference (a)) and USPS Publications 24, 47, 223, and HBK-AS-701 (reference (b)) and outlines procedures for requisitioning USPS equipment, publications, and supplies furnished by the USPS for the operation of military post offices (MPOs). This Catalog also provides procedures for USPS supply administration and establishes standards for equipment order and issue, equipment maintenance, and publications issue.

### 101. POLICY

1. Instructions contained herein apply to all operating MPOS and postal activities. Periodically, general supply and equipment information shall be furnished by USPS in weekly postal bulletins.

2. USPS equipment, publications, and supplies shall be used to the maximum extent possible for conducting MPO business. Command or locally devised forms may not be substituted for USPS forms. Capital/sensitive items of equipment shall be assigned to specific MPOS by postmasters New York and/or San Francisco. Such items of equipment may not be moved or disposed of without the written approval of the servicing Joint Military Postal Activity (JMPA). Capital/sensitive items of equipment are those valued at \$1,000 or more. The terms Accountable and Non-Accountable are no longer used. Formerly, MPOS could order some of the more expensive USPS equipment items (some capital/sensitive equipment and some noncapital equipment) on a reimbursable basis. This is no longer true; all items in USPS inventory are now available without reimbursement.

3. The requisitioning of items other than those listed in this catalog must be justified to MPSA, ATTN: MPSA-OP, Alexandria, VA 22231-0006.

4. Common office supply items (such as pencils, pens, and writing paper) shall be obtained through local military supply sources. See paragraph 125 for local purchase procedures when such items are not available from either USPS or military supply sources.

5. With the exception of problems related to revisable USPS publications (see Appendix E) and military tags and labels (see Appendix K), requests for assistance shall be submitted to the serving JMPA.

### 102. FEDERAL STANDARD REQUISITIONING ISSUE PROCEDURES (FEDSTRIP) ACTIVITY ADDRESS CODE - USPS/MPS EQUIPMENT FORECAST PROCEDURES

Each MPO and postal activity has an assigned FEDSTRIP activity code and the FEDSTRIP code shall be assigned to the parent unit only. All MPOS assigned USPS FEDSTRIP accounts are directed to enter the Alpha Character "A" in the block titled "CAG" on all PS Forms 7380 submitted to the Topeka Material Distribution Center (TMDC) for postal supplies. The FEDSTRIP code is required to establish and maintain a supply account with the USPS. When MPSA notifies USPS that an operational MPO is to be opened, MPSA will request a FEDSTRIP activity address code. For those activities that do not have an assigned FEDSTRIP,

requests for assignment shall be sent to MPSA-OP. This request shall include the complete mailing address, MPO number, and justification.

103. CONTROL OF USPS CAPITAL AND SENSITIVE EQUIPMENT

1. Capital items of equipment over \$1,000 value, or sensitive equipment over which USPS wishes to maintain control shall be furnished by the respective gateway postmaster. The control and accountability of these items shall be maintained at all times. Requisitions for these items require written justification from the requestor and a statement of concurrence/validation from the Commander concerned. Capital/sensitive equipment is indicated by an asterik in Appendix D. See paragraph 113 and Appendix L for specifics.

2. The MPO supervisor or responsible commander shall ensure that a Custodian of Postal Effects (COPE) is the only individual entrusted with the custody, control, maintenance, repair, replacement, or disposition of USPS capital/sensitive items.

3. For the purpose of MPOS, the COPE shall receipt for all capital/sensitive equipment (see Appendix D) on PS Form 1590, "Supplies and Equipment Receipt" (see figure 1). The Postal Service Item Number (PSIN) and serial number of capital/sensitive items shall be listed on PS Form 1590. Each time additional capital/sensitive equipment is received, transferred to another MPO, or otherwise disposed of (see paragraph 121, below), or upon a change of COPE, a new form shall be completed. The form shall be prepared in triplicate. The original and duplicate copy shall be submitted to the gateway postmaster via the JMPA for verification. The triplicate copy shall be maintained by the COPE until the verified copy is received from the gateway postmaster. Once the verified copy is received, the triplicate copy shall be destroyed. Forms shall be submitted as follows:

- a. Mailing address from MPOS 09XXX and 34XXX,  
Commander  
JMPA-Atlantic  
USPS AMF-Bldg 250 (Room MF-35)  
JFK Intl Airport, NY 11430-9201
- b. Mailing addresses from MPOS 96XXX and 98XXX:  
Commander  
JMPA-Pacific  
General Mail Facility, Room 266  
1300 Evans Avenue  
San Francisco, 94188-5000

4. Capital/sensitive items transferred by COPES to the custody of other military postal clerks or financial postal clerks shall be receipted from the COPE on PS Form 1590. The original of the clerk's receipt shall be maintained with the COPE's master copy of PS Form 1590.

5. Upon change of COPE, a complete inventory of capital/sensitive items shall be accomplished by both the-outgoing and incoming COPE.

#### 104. CONTROL OF USPS NONCAPITAL EQUIPMENT

When noncapital equipment is received at MPOS , it becomes the property of the Department of Defense; however, there is no requirement for a formal transfer of the property from USPS to the Department of Defense. Each MPO is responsible for maintaining records for local control and inventory management purposes. The Postal Supply Clerk shall maintain a separate PS Form 1586, "Supply Record," for each USPS noncapital item.

#### :- 105. CONTROL OF USPS SUPPLY ITEMS

1. At least one individual at each MPO shall be designated to act as Postal Supply Clerk (PSC) in addition to carrying out regular duties. The PSC shall monitor the stock level of supplies to prevent overstocking and shall requisition items necessary to maintain operations. Specific duties include ordering supplies, receiving and issuing supplies, inventory control (posting and inventorying) , care and preservation of supplies, and the disposal and replacement of obsolete supplies.

2. The PSCS shall maintain a separate PS Form 1586, "Supply Record" (see, figure 2), for each USPS supply item. This requirement is for supply items and equipment and does not apply to publications. PS Form 1586 shall reflect the USPS item number (if applicable), form number, description, unit of issue, minimum and maximum supply levels, balance on hand, quantity ordered, quantity received, and quantity issued. Enter, in pencil, minimum and maximum supply levels to allow for adjustments where requirements change. Enter, in pencil, other information (such as "backordered", and "temp frozen") on cards (see paragraph 107, below). Automated management information systems (computers) may be used in lieu of PS Form 1586, provided all elements listed above are included in each program.

3. PS Form 4686-A, "Shipping Order" (see figure 3) is furnished with each shipment of supplies from the USPS Material Distribution Centers. The form serves as an invoice. Information reflected thereon shall be compared with the original requisition to ensure all supplies requested were actually furnished. The status of items shall be reflected in the "Remarks" column of PS Form 4686-A when an item is not furnished or the quantity requested is reduced.

a. Backordered items are shipped automatically when available and are normally provided within 60 days of notification of backorder. When supply items are not received within 60 days", contact the servicing JMPA for assistance.

b. For items added or discontinued, make a pen-and-ink change to this catalog. When an item is to be replaced by a new version, continue to use the existing stock, and suspense the PS Form 1586 to ensure the new item is requisitioned on next order. Complete a new PS Form 1586 for the new item when received, using stock level and usage information for the discontinued item. When an item is discontinued and is not to be replaced with a substitute, destroy the existing stock and PS Form 1586.

c. For "temporarily frozen items", maintain PS Form 1586 in suspense pending notification that the items may be ordered again.

d. When "NA purchase locally" is indicated, obtain supply from local military supply. If not available through local military supply, then purchase item locally IAW paragraph 125.

e. When "the Material Distribution Center reduces the quantity of an item ordered, the reduction is because the quantity requested exceeded the quantity authorized by SMDC or TMDC. It could also be because stock levels have been depleted to a point that requires temporary reduction in the amount they can furnish.

f. When "Furnished to MSC only" is indicated, the form or item is normally furnished only to USPS Management Sectional Centers, which are responsible for final distribution. If the form or item was not received, reorder separately. These requisitions shall be submitted with a letter of justification to your servicing JMPA.

#### 106. EQUIPMENT CONTAINERS

When the following items of USPS equipment are received, the shipping containers shall be retained for future transportation and storage:

1. Money order (MO) imprinter.
2. Postage meter (base and head).
3. Integrated Retail Terminals, including component subsystems.
4. Shipping crates for all scales and canceling machines.

#### 107. INVENTORY CONTROL

Inventory control is that function of supply management concerning establishment of stock quantities of postal supplies to meet current operational requirements. Inventory control consists of the establishment of a maximum stock quantity to ensure a proper balance between the time required for resupply and the maintenance of various inventory quantities stored in anticipation of future needs. The time required for resupply determines the minimum stock level or reorder point quantity. At that time, action shall be taken to reorder stock. As a minimum, postal supplies will be inventoried during the months of January and July. Inventory will include a physical count of all items. That count will be entered on PS Form 1586.

#### 108. SEASONAL DEMAND ITEMS

Seasonal demand items are those that have a significantly higher or lower demand level during the same time frame each year. These items shall be ordered on an as need basis.

#### 109. SUPPLY LEVELS

Operating MPOS shall maintain at least a 3-month, but not more than a 5-month, level of supplies. Consideration shall be given to the amount of time it takes to receive supplies from TMDC. Active and reserve postal activities in the Continental United States (CONUS), excluding those established as operating branch post offices of New York or San Francisco, shall maintain a 3-month supply level for contingency missions.

110. RECEIVING, STORING, AND ISSUING SUPPLIES

1. Supplies received shall be checked against PS Form 4686-A and PS Form 7380, "Supply Center Requisition" (figure G-1), to ensure all items requisitioned were received. When an item is not received and PS Form 4686-A does not reflect the reason for this, the discrepancy shall be reported to the servicing JMPA by letter with a copy of the original PS Forms 7380 and 4686-A enclosed. The discrepancy shall be recorded on PS Form 1586 until resolved.
2. Supplies shall be maintained in an area that is large enough to accommodate all supply items and permits ready access to these supplies. A location numbering system (see figure 5) shall be established to aid in locating each item. The location number shall be posted on PS Form 1586.

111. GENERAL REQUISITIONING PROCEDURES

1. Emergency requisitions for supply items available at TMDC (see Appendix G) are authorized and shall be submitted, when required, by an electronically transmitted message to the servicing JMPA as shown below. Emergency requisitions shall be limited to items for which there is an urgent need (such as significant changes in quantities used). Normal requisitions can be submitted at any time, so emergency requisitions are not to be used as a substitute for normal, orderly procedures.

a. The message format for emergency requisitions shall be in the format for PS Form 7380 and shall include the MPO FEDSTRIP, NY or SF postmaster finance number, requisition number and statement of justification. MPSA-OP will be included as information addressees.

b. Message address for the respective JMPA's are as follows:

- (1) Mailing address 09XXX and 34XXX:  
CDR JT MIL POSTAL ACTY ATL NEW YORK NY
- (2) Mailing address 96XXX and 98XXX:  
CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA

2. Requisitions for equipment, publications, forms and supplies shall be numbered consecutively beginning with number one on 1 October each year, and shall be reviewed and signed by the MPO supervisor or COPE. However, the authority to requisition and receipt for capital/sensitive equipment is limited to the COPE.

3. A statement of justification shall be required for regular requisitions when supplies ordered exceed quantities used in preceding periods of like duration (except for seasonal demand items). Do not write notes or justifications, etc., on PS Form 7380. Write on a routing slip or memorandum and attach it to the front of the requisition. Include your FEDSTRIP and finance number on the justification. When the quantity of certain items ordered is reduced consistently, this indicates that items ordered exceed the maximum allowed for an individual activity at the time a requisition is processed. To ensure the required quantities of items falling into this category are received, order them on a separate requisition. The requisition shall be transmitted with a letter of justification to the serving JMPA.

## 112. USPS EQUIPMENT ITEMS

1. Capital/sensitive equipment is entrusted by a USPS postmaster for use at an MPO and is furnished by the USPS without charge. These items remain the property of USPS.
2. If equipment is not available from USPS for any reason, postal commanders may obtain equipment through military channels if they desire (USPS must approve meter purchase or lease in advance).

## 113. ANNUAL FORECASTS FOR EQUIPMENT ITEMS

To provide uniform procedures for requisitioning equipment and to aid the control and management of requisitions, the Department of Defense shall follow procedures established by the USPS for annual requirements, planning and forecast development for capital and expense equipment items. The Capital and Expense Budget Call Packages issued by USPS Headquarters will contain specific requirements, planning and forecast development information and guidance. The equipment items shown in these packages will be grouped under Forecasted--Annual Shipped Timely (FAST), Rapid Equipment Development Inventory (REDI), and Commercially Available Decentralized Acquisition (CADA). The estimated delivery response time for the above groups is as follows:

FAST - 120 days from receipt of a procurement request by USPS contracting organization at Headquarters and Regions.

REDI - 15 days from receipt of a PS Form 7381 by the Topeka Material Distribution Center, Topeka, KS.

CADA - 60 to 90 days from receipt of a PS Form 7381 by the USPS contracting organization at the New York and San Francisco Division Postmaster.

These procedures will allow the Department of Defense to present USPS with necessary equipment requirements information, which will enable the USPS to budget for the needed equipment. The JMPA Commanders are responsible to MPSA for administration of the annual forecast and will receive specific-guidance for the forecast development from the New York and San Francisco Division Managers Support Services. The forecast program provides for MPOS to identify equipment for new requirements, to replace old equipment, and also to provide for spares. Paragraph 116, Appendix D of this manual, outlines specific requisitioning procedures. USPS may not be able to satisfy all requirements within the fiscal year required due to budget constraints, contractor delays, defaults, etc. , but every effort will be made to provide the items required within the estimated time frames indicated above. All requirements that are not specified within the fiscal year required will be placed in an "Outstanding Status" until satisfied or otherwise cancelled by JMPA-A or JMPA-P. Each year USPS will provide a list of postal equipment that will be purchased for that given fiscal year. This list has been preapproved by MPSA in conjunction with the Military Liaison at USPS Headquarters. MPOS can order anything on it. All capital/sensitive equipment worth more than \$1,000.00 will be justified as specified in Appendix L. Any items needed. that are not on the list must be immediately submitted on a separate requisition, along with a letter of justification on the need for the equipment. The appropriate JMPA will submit consolidated requests (when possible) to MPSA in Alexandria, VA, for review and coordinate approval with the Military Liaison at USPS Headquarters.

114. REQUISITIONING USPS SUPPLY ITEMS

1. Routine USPS office supplies, forms, publications, labels and tags (listed in Appendix G) are requisitioned on PS Form 7380 (see figure G-1). Requisitions shall be submitted to the National Inventory Control Center, Topeka, KS 66624-9998 on an as needed basis.

2. List items on PS Form 7380 in order of category sequence as listed in Pub 223 (Sample PS Form 7380 should reflect this format). Within each grouping, the items shall be listed in numerical order. Requisitions shall contain the MPO FEDSTRIP address code, finance number, list the Alpha Character "A" in block titled "CAG" and shall be submitted to TMDC, ATTN: Supply Requisitions, Hwy 75 South at Montara Pkwy, Topeka, KS 66624-9998.

115. REQUISITIONING USPS PUBLICATIONS

Publications and handbooks that are revised by transmittal letters shall be requisitioned on PS Form 7380, "MDC Supply Requisition" (figure E-1). The form shall be used for initial distribution or when requesting additional complete publications or changes. Requests for complete publications other than initial distribution or change to quantity required shall be submitted through the responsible commander to MPSA-OP for approval. This form may be submitted any time there is a requirement.

- Separate PS Forms 7380 must be submitted for publication requisitions and supply requisitions.

116. REQUISITIONING USPS EQUIPMENT ITEMS

Requisition equipment items on PS Form 7381 (figure D-1). Although you must submit separate PS Forms 7381 for each different item of equipment requested, you may request more than one of the same item on the same form. PS Forms 7381 shall be submitted at any time equipment is needed. Requisitions shall be numbered consecutively beginning with number one on 1 October and shall be reviewed and signed by the COPE. PS Forms 7381 shall be submitted during fiscal year for which items have been forecasted to the responsible MACOM postal commander with letter of justification, which should include the following if applicable:

a. Information on local voltage, cycles, and whether it is alternating current (AC) or direct current (DC).

b. For postage meters indicate requirement for PS Form 3602-PO, resetting tools, keys, and meter tapes.

MACOMs send approved request to serving JMPA.

117. REQUISITIONING REPAIR PARTS

In conjunction with the maintenance and repair of USPS equipment (see paragraph 122), major postal commanders having operational control over postal operations are authorized to requisition repair parts. Requisitions shall be submitted to the appropriate JMPA on PS Form 4984, "Repair Parts Requisition"

(see figure 7), for review, determination of availability and for further processing. Commanders are authorized to designate one postal activity within their command to requisition repair parts.

#### 118. REQUISITIONING RUBBER AND STEEL STAMPS

Requisitions for rubber stamps (other than those listed in Appendix G) and steel stamps shall be submitted on PS Form 1567, "Requisition for Rubber and Steel Stamps Only" (see figure F-1). Requisitions shall be submitted as outlined in Appendix F. If rubber and steel stamps are not received within 90 days, contact the serving JMPA for assistance.

#### 119. REQUISITIONING PREPRINTED MILITARY TAGS AND LABELS

Instructions for ordering preprinted military tags and labels are at Appendix K.

#### 120. MAILBAG EQUIPMENT, LCM TRAYS, AND SLIDE LABELS

Requisitions for mailbags or mail tray equipment (Appendix H) and facing slips and slide labels (Appendix J) shall be processed in accordance with procedures outlined in the respective appendices.

#### 121. DISPOSITION OF USPS EQUIPMENT, PUBLICATIONS, FORMS AND SUPPLIES

1. Excess equipment shall be reported to the responsible postal commander and disposition instructions shall be requested. Only if there is no valid need (anywhere in theater) will postal commanders request that JMPAs authorize turn-in of excess equipment to USPS. Refer to paragraph 104 for control of noncapital equipment.

2. Capital/sensitive equipment (see paragraph 103 and Appendix D) that is being transferred to another in-theater MPO shall be reported by message. The message shall identify the equipment by description, item number, quantity, serial number, and state from/to whom transferred.

3. Items (such as forms; labels, tags, etc) shall be transferred to another MPO.

4. Activities in CONUS shall return all excess items to local USPS postmasters.

5. Above procedures also apply when an operating MPO is closed or a CONUS activity is deactivated.

#### 122. MAINTENANCE OF USPS EQUIPMENT

1. MPO supervisors shall be constantly aware of the condition of the USPS equipment used in their area of responsibility and perform preventive maintenance IAW Appendix C. Since the standards in Appendix C are the minimum preventive measures necessary to keep equipment operational, MPO supervisors shall ensure that they are met.

2. With the exception of postage meter heads and Integrated Retail Terminals, local repair of equipment is authorized. Responsible commanders shall establish



programs for maintenance and repair of equipment through coordination with command military maintenance activities and maintenance contracts or, when possible, with subsidiary companies of the manufacturer.

3. When equipment can no longer be cost-effectively repaired or restored to safe and serviceable condition, replacement equipment shall be requisitioned. Postal commanders shall request disposition instructions from serving JMPA for all non-repairable capital/sensitive equipment items. Refer to paragraph 103 for accountability instructions.

4. Postal commanders may authorize the use of USPS funds for local repair of USPS equipment by private vendors, subject to the following:

a. The equipment item is not under contract maintenance with a subsidiary company of the manufacturer.

b. The cost of repair does not exceed \$400 and local repair is considered to be cost effective.

c. The postal activity expending funds has prior written approval on file from the postal commander approving such disbursement of funds.

d. Accountability of funds expended shall be in accordance with DoD 4525.6-M, Vol I, chapter 5, paragraph 503, subsection 17.

5. When local maintenance and repair cannot be accomplished, equipment (such as postage meter bases, MO imprinters, and scales) shall be returned to the gateway postmaster for repair. The cannibalization of postal equipment is expressly prohibited.

#### 123. EQUIPMENT RETURNED FOR REPAIR

1. Capital/sensitive equipment returned to USPS for repair shall be accompanied by PS Form 4805, "Work Record Sheet" (figure 2) and PS Form 1590. Capital/sensitive items that are returned because they are no longer needed shall be accompanied by PS Form 1590 only. The responsible postmaster should return the original copy of PS Form 1590 to relieve the COPE of accountability for the item. The serving JMPA shall be advised by message each time equipment is returned to the responsible postmaster. Include the following information:

a. APO number

b. Item name (scale, meter)

c. Serial number

d. Quantity

e. Date mailed

f. Insured/registry number

g. Brief description of problem(s) or reason item is being returned

It is important that all equipment returned to USPS for repair be complete (not missing any parts). If not, USPS will delay return of the equipment until replacement parts are available and in place.

2. Equipment shall be returned to USPS facilities as indicated below:

a. Mailing addresses 09XXX and 34XXX, send to USPS, Maintenance Overhaul Technical Center, 78-02 Liberty Ave, Ozone Park, NY 11417-1045.

b. Mailing addresses 96XXX and 98XXX, send to San Francisco Postal Warehouse, 390 Main Street, First Floor, San Francisco, CA 94105-9500.

3. Equipment shipped in wooden containers shall be banded. Postage meter heads, money order imprinters and other mailable equipment valued over \$500 shall be sent as registered mail when returned to CONUS for repairs. Other equipment items valued at \$500 or less will be returned via insured mail.

a. Pitney Bowes postage meter heads shall be returned to the manufacturer for repair in all instances.

(1) A letter (original and three copies) authorizing repair of the meter head will be prepared on official letter head stationary and signed by the COPE or officer in charge of the MPO. The letter will authorize repair of the meter head, list the meter serial number and describe the problem(s) experienced with the meter. The original letter will be enclosed with the meter head when shipped; copies will be sent to the servicing postmaster and to the Postal Finance Service Officer (PFSO). One copy will be retained by the MPO.

(a) Mailing addresses 09XXX and 34XXX, send the Postmaster copy to:  
USPS Supply Unit  
Room 5124 JAF Building  
New York, NY 10199-9951

(b) Mailing addresses 96XXX and 98XXX, send the Postmaster copy to:  
Support Services  
Procurement Specialist Senior  
1300 Evans Avenue, RM 215  
San Francisco, CA 94188-9991

(2) The meter descending register will be set at zero before shipping, with appropriate entries made on form 3602-PO.

[3] A Tie-on Tag stating "MilitaryMeter" will be attached to the meter head.

(4) The meter head will be shipped by registered mail only to:

Pitney Bowes Inc  
Meter Repair Department  
ATTN : Karl Rupp  
624-Atlantic St.  
Stamford, CT 06901

(5) Pack the meter in a wooden crate or fiberboard shipping box of 175-pound test strength and enough circumference to enable a 2-inch all-round barrier of packing material. Styrofoam packing material is preferred. When use of small loose particles or paper packing is necessary, the head shall be enclosed and sealed in a plastic bag to prevent contact between the machine and packing material. When packing, special attention shall be given to the machine's protection and ensure the nonoperative status of the operating lever. Enclose the original copy of the letter authorizing repair of the meter and ship the meter head to Pitney Bowes by Registered Mail.

b. MPOS returning an MOS or Unisys IRT for repair must do the following:

(1) Prepare and enclose PS Form 4805 (Work Order) or facsimile and include items in subparagraph (5) below.

(2) Prepare and enclose Express Mail B-Label completed as follows:

(a) In the "from" block list the manufacturer's complete address as indicated in paragraph (3) below.

(b) In the "to" block list the complete address of the unit to which the IRT is to be returned.

(3) Send only the item(s) requiring repair via express mail to: (MOS) MOS Scale Int'l, 3180 Red Hill Road, Costa Mesa, CA 92626. (UNISYS) Unisys Corp. Postal System, 460 Spring PK Place, Suite 900, Herndon, VA. 22070-5215. MPOS that serve as express mail acceptance units can return MOS or UNISYS scales by express mail utilizing Federal Agency Account Number 400.

(4) No power or attachment cords are to be returned to MOS Int'l or UNISYS with items requiring repair. MPO's will retain all power/attachment cords.

(5) Notify JMPA-PAC by message (info cy to JMPA-ATL if from 09XXX or 34XXX) . With the following info:

(a) MPO number and location

(b) Item name (scale, CRT or printer)

(c) Serial number(s)

(d) Quantity

(e) Date returned

(f) Registered or express mail number of each item

(g) Brief description of problem(s)

(6) Upon completion of repair, the manufacturer will return the repaired item via express mail directly to the address indicated utilizing the enclosed B-Label.

(7) In most cases the repaired IRT will be back in the MPO in less than 10 days. However, if equipment is not received at the MPO within 20 days after mailing, then direct your inquiry to serving JMPA.

c. When a canceling machine is shipped for repair all the oil shall be drained and the reservior wiped dry prior to packing for shipment.

124. MPO POSTAL PREPACK (CONTINGENCY KIT)

1. These procedures apply to overseas MPO operations, CONUS postal activities that are subject to rapid deployment in connection with emergency and contingency plans and all Army reserve postal detachments. These procedures are intended to aid postal supply readiness and to ensure the greatest operational capacity in the shortest amount of time in support of expanded postal operations.

a. A 3-month supply of postal items, designated as "MPO postal prepack items," shall be maintained. Major overseas commanders shall determine the number of prepacks required based on emergency plans for expanded MPS operations. Each CONUS postal activity shall maintain a prepack. Prepack items are annotated as such in this Catalog.

b. An MPO postal prepack consists of four complete modules containing a 3-month supply of designated USPS items. The concept facilitates establishing MPO operations at four geographically separated locations. Therefore, the quantity of each prepack item reflected herein is the requirement for each individual module.

c. Appropriate postmarking devices, (see Appendix G) which shall include a complete set for each module, shall be maintained. CONUS activities assigned a contingency MPO number for one or more of the gateway postmasters shall maintain postmarking devices for each number assigned.

d. A minimum of four office number plates (Item 07402) for money order imprinters shall be maintained (one per module) for each MPO number assigned.

e. Certain items of USPS equipment also have been designated for inclusion in MPO postal prepacks. Items (see Appendix D) are annotated as such and shall be requisitioned as outlined herein.

f. A complete set of USPS publications shall be maintained for each prepack module.

2. MPO postal prepack items shall be reviewed at least semi-annually by those in charge of postal activities. MPO postal prepacks shall be the subject of periodic examination by major postal commanders. Action shall be taken to replace and update any obsolete items specified in USPS postal bulletins, any change to this Catalog, or any new instructions from MPSA.

3. Postage stamp stock credits, military money order requisitioning, and procurement of additional publications (Appendix E) shall be coordinated with the MPSA (AUTOVON 221-9104/9202-or commercial (202) 325-9104/9202).

|   |      |               |     |                          |      |         |     |                         |      |                         |     |          |      |         |      |
|---|------|---------------|-----|--------------------------|------|---------|-----|-------------------------|------|-------------------------|-----|----------|------|---------|------|
| PS Item/Form/Part No.<br>PS Form 6019                                   |      |               |     | National Stock No.       |      |         |     | Bin Location            |      |                         |     |          |      |         |      |
| Description<br>Military Post Office(MPO) Report of Money Order Business |      |               |     |                          |      |         |     |                         |      | Unit Price              |     |          |      |         |      |
| Unit Of Issue<br>SH   |      |               |     | Source Of Supply<br>TMDC |      |         |     | Maximum Level 1<br>2400 |      | Minimum Level 2<br>1440 |     |          |      |         |      |
| Balance On Hand   |      | Issued        |     | Received                 |      | Ordered |     | Balance On Hand         |      | Issued                  |     | Received |      | Ordered |      |
| Date  | Qty  | Date          | Qty | Date                     | Qty  | Date    | Qty | Date                    | Qty  | Date                    | Qty | Date     | Qty  | Date    | Qty  |
|   |      | 1989          |     |                          |      |         |     | 30 APR                  | 1949 |                         |     | 30 MAR   | 1100 |         |      |
| 3 FEB   | 1817 | INVENTORY     |     |                          |      |         |     | 4 MAY                   | 1739 | 2 MAY                   | 210 |          |      | 4 MAY   | 1420 |
| 5 FEB   | 1757 | 5 FEB         | 60  |                          |      |         |     | 18 MAY                  | 1619 | 18 MAY                  | 120 |          |      |         |      |
| 9 FEB   | 1637 | 9 FEB         | 120 |                          |      |         |     | 25 MAY                  | 1497 | 25 MAY                  | 122 |          |      |         |      |
| 16 FEB  | 1407 | 16 FEB        | 230 |                          |      |         |     | 2 JUN                   | 1377 | 2 JUN                   | 120 |          |      |         |      |
| 2 MAR   | 1177 | 2 MAR         | 230 |                          |      |         |     | 8 JUN                   | 1257 | 8 JUN                   | 120 |          |      |         |      |
| 17 MAR  | 1062 | 17 MAR        | 115 |                          |      |         |     | 23 JUN                  | 1137 | 23 JUN                  | 120 |          |      |         |      |
| 23 MAR  | 942  | 23 MAR        | 120 |                          |      |         |     | 29 JUN                  | 1017 | 29 JUN                  | 120 |          |      |         |      |
| 30 MAR  | 822  | 30 MAR        | 120 |                          |      |         |     | 3 JUN                   | 2417 |                         |     | 3 JUN    | 1400 |         |      |
| 1 APR   | 1322 |               |     | 1 APR                    | 500  | ORDER   |     |                         |      |                         |     |          |      |         |      |
| 3 APR   |      | - EMERGENCY - |     | 2 APR                    | 1080 |         |     |                         |      |                         |     |          |      |         |      |
| 7 APR   | 1202 | 7 APR         | 120 |                          |      |         |     |                         |      |                         |     |          |      |         |      |
| 13 APR  | 1092 | 13 APR        | 110 |                          |      |         |     |                         |      |                         |     |          |      |         |      |
| 20 APR  | 972  | 20 APR        | 120 |                          |      |         |     |                         |      |                         |     |          |      |         |      |
| 23 APR  | 969  | INVENTORY     |     |                          |      |         |     |                         |      |                         |     |          |      |         |      |
| 25 APR  | 849  | 25 APR        | 120 |                          |      |         |     |                         |      |                         |     |          |      |         |      |

1 Five-month level of supplies

2 Three-month level of supplies (at the time supplies are received from USPS)

PS Form 1585. November 1985

SUPPLY RECORD

FIGURE 2. SAMPLE PS FORM 1586, "SUPPLY RECORD"

U. S. POSTAL SERVICE

SHIPPING ORDER

-1159

EASTERN AREA SUPPLY CENTER

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355825

18EA19

1 0 F 1

POSTAL OFFICER DIV

SUPPLY CLERK

APO NY 09036

PAGE 1 0 F 1

81254-0211

CAG-A

SECTIONS PRINTED 1

| ITEM NUMBER | QuANTITY | UNIT<br>ISSUE | VALUE | REMARKS                    |
|-------------|----------|---------------|-------|----------------------------|
| 17          | 500      | SH            | N/C   | ORDER QUANTITY REDUCED     |
| 1096        | 50       | PD            | N/C   |                            |
| 2966        | 50,000   | EA            | N/C   |                            |
| 3849B       | 10,000   | SH            | N/C   |                            |
| 3854        | 20       | BK            | N/C   |                            |
| 3875        | 200      | SH            | N/C   |                            |
| 4314        | 100      | SE            | N/C   |                            |
| 6019        | 700      | SH            | N/C   |                            |
| 6401        | 100      | EA            | N/C   |                            |
| L4          | 20       | PD            | N/C   | ORDER QUANTITY REDUCED     |
| L5          | 2        | EA            | N/C   | NOT AVAIL ORDER NEXT CYCLE |
| 08A         | 0        |               | N/C   | POIN UNKNOWN CHK PUB 22/24 |
| 050a        | 0        | EA            | N/C   | ITEM NOT FOR YOUR OFFICE   |
| 0292B       | 100      |               | N/C   | DISC USE 0293C             |
| 0431        | 0        | EA            | N/C   | ITEM NOT FOR YOUR OFFICE   |
| 0624        | 5        | EA            | 1.34  | TO BE SHIPPED FROM WASC    |
| 01026B      | 4        | EA            | N/C   | BACKORDERED DUE 81268      |

1

When peat office identification number (POIN)is unknown and this message ia printed, refer to DoD 4525.6-C, not USPS publication.

Form 4686-A

7.1s7s

FIGURE 3. SAMPLE PS FORM 4686-A, "SHIPPING ORDER"

16

| SUPPLY STATUS INFORMATION ON RB2UIS1TIONS |   |                           |   |
|---|---|---------------------------|---|
| MESSAGE                                   | DEFINITION  | MESSAGE                   | DEFINITION  |
| APPLY TO TMDC                             | Requisition from Topeka Material Distribution Center (TMDC).  | N/A ORDER NEXT CYCLE      | Form or item is out of stock and replenishment information has not been received from USPS Headquarters.                              |
| BACKORDERED DUE _____                     | Quantity shown has been backordered for your office and is expected by date indicated.                | NOT STOCKED AT MDC'S      | self-explanatory.   |
| DISC USE _____                            | Form or item has been discontinued. Use the substitute form or item indicated.                        | OBSOLETE/DISCONTINUED     | Form or item is obsolete and there is no known replacement.   |
| DIST WILL BE MADE                         | Form or item shall be distributed automatically when directed by USPS Headquarters.                   | ORDER QUANTITY REDUCED    | Quantity or form or item ordered by your office exceeds maximum quantity allowed for your category of office (See Paragraph 105.3.e). |
| DUPE BACKORDER CANCEL                     | Form or item being ordered is already on backorder for your office. Quantity on requisition canceled. | POINT UNKNOWN CHK PUB 224 | Form or item ordered cannot be identified. Check DOD 4525.6-C for correct form or item number.  |
| FURNISHED TO MSC ONLY                     | Form or item furnished to Management Sectional Centers (MSCs) only (See Paragraph 105.3.f).           | SEE PB _____              | Ordering information is contained in the referenced postal bulletin notice.   |
| FWD 7380 TO REG HQS ADM                   | Submit request for publications to MPSA.  | STOCKED ONLY AT SMDC      | self-explanatory.   |
| ITEM DISCONTINUED                         | Form or item discontinued without replacement.  | TEMP FROZEN               | Issue of this form or item is temporarily suspended on instructions from the proponent office at USPS Headquarters.                   |
| ITIM NOT FOR YOUR OFFICE                  | Form or item is not authorized for your category of officer per USPS Headquarters.                    | WAIT FOR FUTURE PB NOTICE | Postal Bulletin notice will furnish information.  |
| IN PLACE OF _____                         | Form or item is furnished instead of form or item ordered.  |                           |   |
| N/A PURCHASE LOCALLY                      | Item not available. Purchase locally (See Paragraph 105.3. d).  |                           |   |

Figure 4. Sample Supply Status Information on Requests

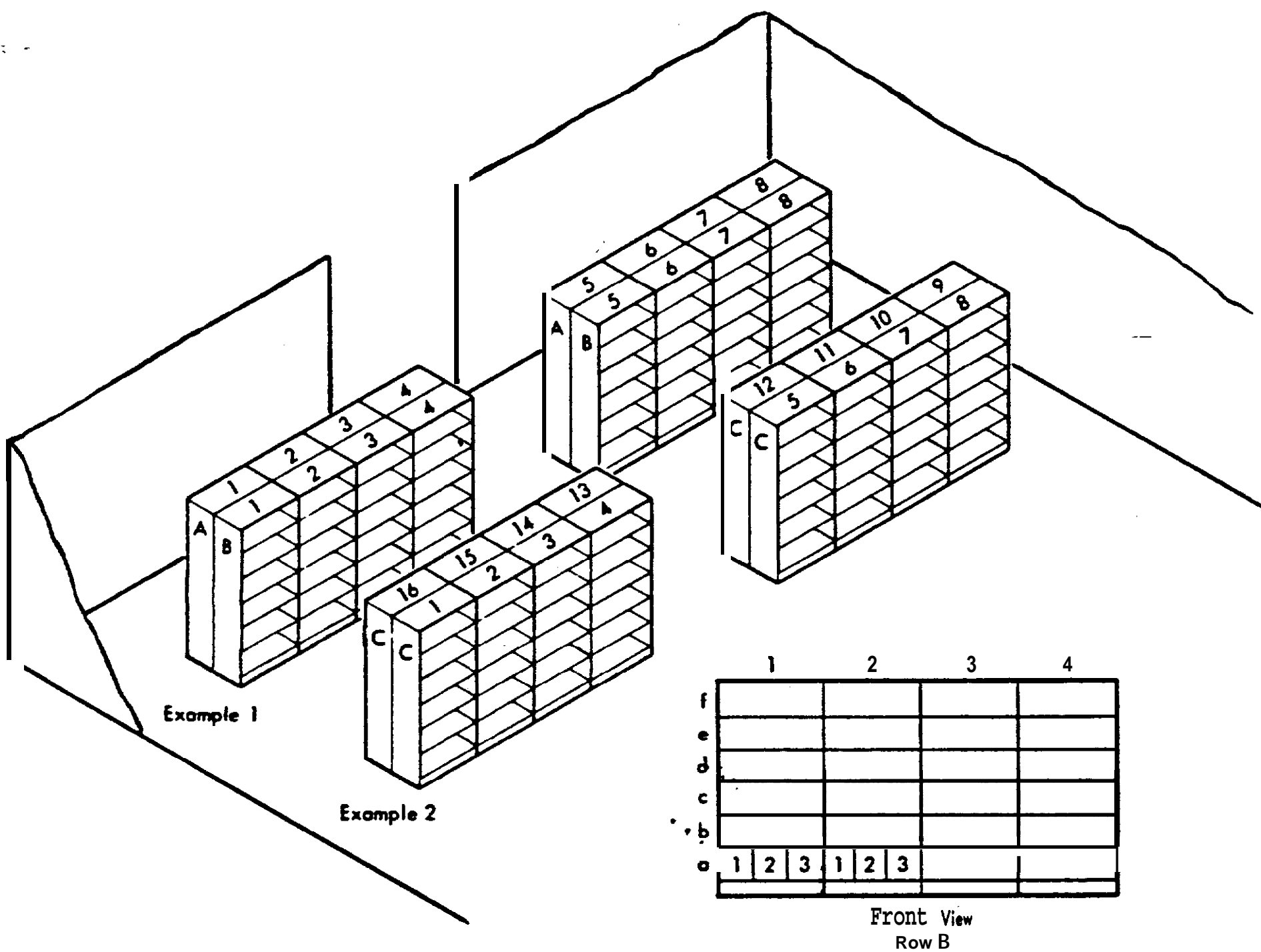


Figure 5. Sample Supply Room Layout



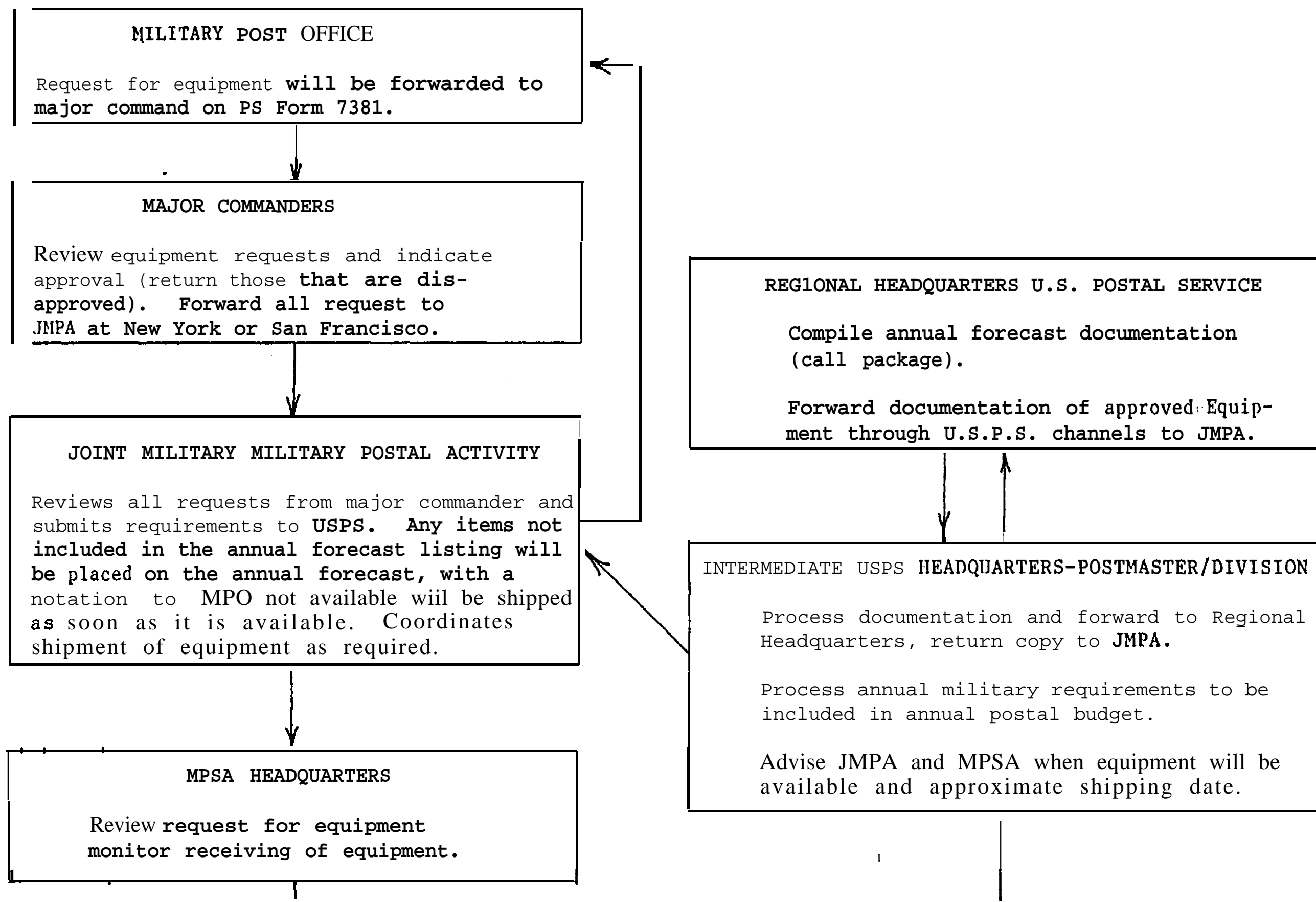


Figure 6. Annual Forecasts Document Flow.

| U.S. Postal Service   |  |  |                     |                     |                                |                            |
|---|--|--|---------------------|---------------------|--------------------------------|----------------------------|
| 1? EPAIR PARTS REQUISITION  |  |  |                     |                     |                                |                            |
| FEDSTRIP<br>Address<br>Code<br>(31-36)  | Julian Date<br>Year Day<br>(37-38) (39-41) |  | Organizational Unit |                     | Street, City, State, and ZIP+4 |                            |
| 18 EF 10 98 19 17 12  |  |  | 7025 AIRPS          |                     | APO New York 09060             |                            |
| National Stock Number<br>(4-19)   |  |  | Unit<br>Of<br>Issue | Quantity<br>(20-28) | Group<br>Code                  | Description                |
| 6670-00-923-5876  |  |  | EA                  | 1                   | 031                            | Indicator<br>Assembly      |
| 6670-00-923-3944  |  |  | EA                  | 2                   | 030                            | Dashpot<br>Assembly        |
| 6670-00-920-3946  |  |  | EA                  | 1                   | 030                            | Indicator Tape<br>Assembly |
| 6670-00-000-8794  |  |  | EA                  | 1                   | 202                            | Scale Platform<br>Assembly |
|   |  |  |                     |                     |                                |                            |
|   |  |  |                     |                     |                                |                            |
|   |  |  |                     |                     |                                |                            |
|   |  |  |                     |                     |                                |                            |
|   |  |  |                     |                     |                                |                            |
| Send Original To:   |  |  |                     |                     |                                | Retain copy for file.      |
| •<br><b>U.S. Postal Service</b><br>Western Area Supply Center<br>Repair Parts Supply, Bldg. 302<br>Highway 75 S. & SW Montara Pkwy<br>Topeka, Kansas 66624-9602 |  |  |                     |                     |                                | Signature                  |
|   |  |  |                     |                     |                                | Title<br>MSgt.             |
|   |  |  |                     |                     |                                | Date<br>22 Jun 1989        |
|   |  |  |                     |                     |                                | PEN Telephone No.          |

PS Form 4984, January 1986

(NSN 7540-00-000-0456)

Figure 7. Sample PS Form 4984, "Repair Parts Requisition"

**Figure 8. Sample PS Form 4805 "Work Record Sheet"**